

**AKRON PUBLIC SCHOOLS
PROTECTION AND PRIVACY OF STUDENT RECORDS
Annual Notification of Rights under FERPA**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures of FERPA may be found by reviewing the District's Policies and Supporting Guidelines, which can be downloaded from the District's website. Additional information will also be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA expressly authorizes disclosure without consent. One such exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel or security personnel); a person serving on the School Board; contracted personnel (such as an attorney, auditor, medical consultant or therapist); or a parent or student or volunteer serving on an official committee, such as a disciplinary committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if he or she needs to review an education record in order to fulfill his or her professional responsibility. In an emergency, so as to protect the health and safety of students or other persons, educational records will be disclosed without consent to the appropriate persons or agencies such as law enforcement, public health officials, trained medical personnel and others. The District will disclose education records without consent to school officials of another school district or educational institution in which a student seeks or intends to enroll.

(4) The right to contact the U.S. Department of Education concerning alleged failures to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-5901.

**NOTIFICATION OF RELEASE OF INFORMATION OF STUDENTS IN GRADES 10-12
PURSUANT TO FEDERAL AND STATE LAW**

Pursuant to Ohio Revised Code 3319.321 and Federal Law (FERPA and NCLB), school districts are required to release the **names along with addresses and telephone numbers of students in grades ten through twelve** to certain organizations including but not limited to recruiting officers from any branch of the United States armed forces or institutions of higher education. Any student data received by such organizations shall be required to be used solely for the specific purpose of providing information to students about the organization and shall not be re-released to any other person or organization.

The names, addresses and telephone numbers of students in grades 10-12 will be released pursuant to Federal and State Law - unless the eligible student, student's parent, legal guardian or legal custodian completes the Opt-Out Form below and returns it to the school.

DIRECTORY INFORMATION

Directory information means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Therefore, prior consent is not legally required before using or releasing directory information.

The Akron Board of Education in its Board Policy 8330 strictly limits the information it designates as "directory information" to include only student's name; major field of study; participation in officially recognized activities and sports; date and place of birth; photograph; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

Directory information will never be used for or provided to any individual or organization for profit-making purposes. If you do not want the District to disclose directory information without your prior written consent, you must complete the following opt-out form and return it to the school. Additional information regarding student records may be found in Board Policy 8330.

RELEASE OF STUDENT INFORMATION "OPT-OUT" FORM

(Please Print)

STUDENT: _____

CURRENT ADDRESS: _____

CURRENT PHONE NUMBER: _____

AGE: _____ BIRTHDATE: _____ GRADE: _____

APPLICABLE FOR STUDENTS IN GRADES 10-12

_____ I hereby request that the above-named student's name along with his/her address and telephone number **NOT** be released without my prior written consent to **MILITARY RECRUITERS** from the United States Armed Forces who request such information.

_____ I hereby request that the above-named student's name along with his/her address and telephone number **NOT** be released without my prior written consent to **INSTITUTIONS OF HIGHER EDUCATION** who request such information.

_____ I hereby request that the above-named student's name along with his/her address and telephone number **NOT** be released without my prior written consent to **ANY OTHER ORGANIZATION** entitled to receive such information under Federal or State law who request such information.

APPLICABLE FOR ALL STUDENTS K-12

_____ I hereby request the Akron Public Schools **NOT** release the above-named student's "**directory information**" without my prior written consent. **Directory information includes only the student's name; major field of study; participation in officially recognized activities and sports; date and place of birth; photograph; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.*

Date

(Signature of parent/guardian/student*)
(*Student must be eighteen (18) years or older to sign)